DEER PARK PUBLIC LIBRARY
COMPUTER CLASS DESCRIPTIONS

Introduction to Computers
This introductory class aims to familiarize individuals with the parts of a computer, becoming comfortable with the use of a mouse, opening software applications, and other beginner skills. **PREREQUISITES: None**

Browsing the Web
This class covers basic skills and terminology of Internet Explorer 8 and how to search for information on the Web using search engines. Learn the basics of online security and how you can protect yourself. Learn how to manage more than one open window at a time. **PREREQUISITES: Mouse skills and basic knowledge of personal computers**

Web E-mail Basics
This class covers obtaining a Web E-mail address and how to send, receive, and manage your e-mail account.   Learn how to attach and send pictures, documents and websites with your e-mail.
PREREQUISITES: Mouse skills and basic knowledge of personal computers

Social Networking Basics
This class covers the basics of social networking sites and how they are used. Some of the websites covered in class will be Facebook, Twitter, LinkedIn and MySpace. **PREREQUISITES: Mouse skills, basic Internet knowledge, and basic computer knowledge. YOU MUST HAVE A VALID E-MAIL ACCOUNT AND KNOW YOUR LOGIN ID AND PASSWORD BEFORE ATTENDING CLASS!**

Using Library Online Sources
This class covers the databases that the Deer Park Public Library subscribes to for patron use, both at the library and at home. **PREREQUISITES*: Mouse skills and basic knowledge of personal computers.**

Microsoft Word 2007 Basics
This is an introductory class to learn the basic capabilities of Microsoft Word 2007. Learn how to create and edit quality documents (resumes, letters, & reports). Find out how to edit and format your text to give you the best quality document for your needs. **PREREQUISITES: Basic computer skills (mouse & keyboard) and basic knowledge of personal computers.**

Microsoft Excel 2007 Basics
This is an introductory class to learn the basic capabilities of Microsoft Excel 2007. Learn how to create and edit spreadsheets for use at home or work and how to create formulas and functions. **PREREQUISITES: Basic computer skills (mouse & keyboard) and basic knowledge of personal computers. Familiarity with Microsoft Word is helpful.**

Microsoft PowerPoint 2007 Basics
This is an introductory class to learn how to create a presentation using Microsoft PowerPoint 2007. Learn how to use themes, text boxes, and clip-art. Also, find out how you can add animation to your presentations. **PREREQUISITES: Basic computer skills (mouse & keyboard) and basic knowledge of personal computers. Familiarity with Microsoft Word is required.**

Ancestry.com, Part I
Find out how to use the library's subscription to Ancestry.com to begin your search for family history. Create a free account that you can use at home, and use the full resources of the library version to look for details of your immediate family. **PREREQUISITES: Basic computer skills (mouse & keyboard) and familiarity with the Internet. YOU MUST HAVE A VALID E-MAIL ACCOUNT BEFORE ATTENDING CLASS AND KNOW YOUR LOGIN ID AND PASSWORD BEFORE ATTENDING CLASS!**

Ancestry.com @ the Library, Part II
Bring in the name of a family member who lived before 1930 in order to use census records to look back in time. Learn to use message boards and forums to make connections to people researching your same lineage. **PREREQUISITES: Requires attendance of Part I, basic computer skills (mouse & keyboard) and familiarity with the Internet. YOU MUST HAVE A VALID E-MAIL ACCOUNT AND KNOW YOUR LOGIN AND PASSWORD BEFORE ATTENDING CLASS!**